Lesson: Lesson 7: Creating SmartArt Graphics

Multiple Choice

1. An organization chart shows \_\_\_\_\_\_\_\_\_\_.

a) relationships among matrix items

b) a continuous process

c) how parts relate to a whole

d) relationships among personnel

Ans: d

Difficulty: Easy

Section Ref: Adding SmartArt to a Slide

2. You use SmartArt diagrams to present \_\_\_\_\_\_\_\_\_\_.

a) numerical data

b) tabular information

c) text information

d) graphical information

Ans: c

Difficulty: Easy

Section Ref: Adding SmartArt to a Slide

3. Which of the following is *not* a SmartArt type?

a) List

b) Relationship

c) Pyramid

d) Focus

Ans: d

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

4. Which two layouts can show a process?

a) List and Process

b) Relationship and Cycle

c) Matrix and Pyramid

d) Process and Cycle

Ans: d

Difficulty: Hard

Section Ref: Adding SmartArt to a Slide

5. If it is not important what order information appears in, you would most likely use what kind of diagram?

a) List

b) Process

c) Relationship

d) Pyramid

Ans: a

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

6. In an organization chart, which of the following shapes is usually shown on a separate level?

a) management

b) assistant

c) superior

d) associate

Ans: b

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

7. In the Text pane, shape text appears as a(n) \_\_\_\_\_\_\_\_\_\_.

a) indented bullet item

b) [Text] placeholder

c) first-level bullet item

d) empty placeholder

Ans: c

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

8. In most diagrams, text can appear in \_\_\_\_\_\_\_\_\_\_.

a) shapes

b) bullet lists

c) text boxes

d) both a and b

Ans: d

Difficulty: Easy

Section Ref: Adding SmartArt to a Slide

9. You can find Quick Styles for a SmartArt diagram on which tab?

a) SmartArt Tools Format

b) Home

c) SmartArt Tools Design

d) SmartArt Styles

Ans: c

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

10. Which of the following is *not* a standard SmartArt Quick Style?

a) Simple Effect

b) Colorful Effect

c) Moderate Effect

d) Intense Effect

Ans: b

Difficulty: Hard

Section Ref: Modifying SmartArt Graphics

11. You can find different selections of colors to apply to a diagram in the \_\_\_\_\_\_\_\_\_\_.

a) Quick Styles gallery

b) Change Colors gallery

c) SmartArt Styles gallery

d) SmartArt Design gallery

Ans: b

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

12. To select more than one shape in a diagram, click the first, hold down \_\_\_\_\_\_\_\_\_\_, and then click additional shapes.

a) Shift

b) Ctrl

c) Tab

d) both a and b

Ans: d

Difficulty: Hard

Section Ref: Modifying SmartArt Graphics

13. The Layouts group displays layouts from \_\_\_\_\_\_\_\_\_\_.

a) all types of diagrams

b) the type used for the currently selected diagram

c) commonly used diagrams

d) List and Process type diagrams only

Ans: b

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

14. If your diagram displays shapes vertically, which of the following options would display a new shape under the currently selected shape?

a) Add Shape After

b) Add Shape Below

c) Add Shape Under

d) Both a and b

Ans: d

Difficulty: Medium

Link: Modifying SmartArt Graphics

15. Layouts in the \_\_\_\_\_\_\_\_\_\_ type of SmartArt diagram would never be affected by the Right to Left option.

a) Pyramid

b) Hierarchy

c) List

d) Process

Ans: a

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

16. What type of diagram allows you to change layout to Both or Left Hanging?

a) any Hierarchy diagram

b) any SmartArt diagram

c) only organization charts

d) only Process diagrams

Ans: c

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

17. What happens when you promote a top-level shape in an organization chart?

a) The shape becomes larger.

b) You start a new chart.

c) You cannot promote a top-level shape.

d) The shape fills the diagram area.

Ans: c

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

18. The \_\_\_\_\_\_\_\_\_ pane, in which you can edit the text that appears in a SmartArt diagram, appears to the diagram's left.

a) Editing

b) Text

c) Font

d) Write

Ans: b

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

19. On which tab is the SmartArt Style gallery located?

a) Home

b) SmartArt Tools Layout

c) Format

d) SmartArt Tools Design

Ans: d

Difficulty: Medium

Section Ref: Modifying SmartArt

20. When adding a shape to an organization chart, if you select an existing shape and choose Add Shape Below, the new shape will be \_\_\_\_\_\_\_\_\_\_\_\_ the original shape.

a) Superior to

b) At the same level as

c) Subordinate to

d) None of the above

Ans: c

Difficulty: Medium

Section Ref: Modifying SmartArt

21. When adding a shape to an organization chart, if you select an existing shape and choose Add Shape After, the new shape will be \_\_\_\_\_\_\_\_\_\_\_\_ the original shape.

a) Superior to

b) At the same level as

c) Subordinate to

d) None of the above

Ans: b

Difficulty: Medium

Section Ref: Modifying SmartArt

22. To convert SmartArt to text, use the Convert button on the SmartArt Tools \_\_\_\_\_\_\_ tab.

a) Design

b) Format

c) Layout

d) Home

Ans: a

Difficulty: Medium

Section Ref: Converting SmartArt to Other Formats

23. To change a shape in a diagram, such as changing an oval to a rounded rectangle, right-click the shape, click \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and select the desired shape from the Shapes gallery.

a) Convert Shape

b) New Shape

c) Change Shape

d) Modify Shape

Ans: c

Difficulty: Medium

Section Ref: Modifying SmartArt

24. You can change the layout of a SmartArt diagram (with the Layout button) only for which type of chart?

a) Pyramid

b) Matrix

c) Cycle

d) Organization

Ans: d

Difficulty: Medium

Section Ref: Modifying SmartArt

25. To access the Change Colors gallery for a SmartArt object, look on the SmartArt Tools \_\_\_\_\_\_ tab.

a) Format

b) Layout

c) Design

d) Advanced

Ans: a

Difficulty: Medium

Section Ref: Modifying SmartArt

26. Which of these is *not* a type of SmartArt diagram?

a) Hierarchy

b) Matrix

c) Picture

d) Scatter

Ans: d

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

27. To reorder the shapes in a diagram, click a shape and then on the SmartArt Tools Design tab, click \_\_\_\_\_\_\_\_\_\_\_.

a) Switch

b) Move Down

c) Reorder

d) Modify

Ans: b

Difficulty: Medium

Section Ref: Modifying SmartArt

True/False

28. All new SmartArt diagrams display completely empty shapes that you must fill with text.

Ans: False

Difficulty: Easy

Section Ref: Adding SmartArt to a Slide

29. As you enter text in a new diagram, PowerPoint resizes shapes to accommodate the longest line of text.

Ans: True

Difficulty: Easy

Section Ref: Adding SmartArt to a Slide

30. To work well as a SmartArt diagram, a bulleted list can have no more than three items.

Ans: False

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

31. In most cases, you can change a layout without having to rekey text or readjust shapes.

Ans: True

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

32. You can use the Layout button to change the orientation of any type of SmartArt diagram.

Ans: False

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

33. Pyramid is one type of SmartArt diagram.

Ans: True

Difficulty: Easy

Section Ref: Adding SmartArt to a Slide

34. You can apply color themes to SmartArt diagrams.

Ans: True

Difficulty: Easy

Section Ref: Modifying SmartArt

35. Promoting shape on a SmartArt diagram might change it from a shape into a bulleted text item, depending on the diagram type.

Ans: False

Difficulty: Medium

Section Ref: Modifying SmartArt

36. To change all the fonts in a diagram to the same size, select the outer frame of the diagram and then choose a font size.

Ans: True

Difficulty: Medium

Section Ref: Converting SmartArt to Other Formats

37. When you select an individual shape in a SmartArt diagram and then choose a different font color, the color change applies to the entire diagram.

Ans: False

Difficulty: Easy

Section Ref: Modifying SmartArt

38. You can convert WordArt to SmartArt.

Ans: True

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

Fill-in-the-blank

39. Use \_\_\_\_\_\_\_\_\_\_ layouts to show connections between items.

Ans: Relationship

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

40. \_\_\_\_\_\_\_\_\_\_ layouts can be used to show steps in a timeline.

Ans: Process

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

41. You can find the Convert to SmartArt Graphic button on the \_\_\_\_\_\_\_\_\_\_ tab.

Ans: Home

Difficulty: Easy

Section Ref: Converting SmartArt to Other Formats

42. When you \_\_\_\_\_\_\_\_\_\_ an item, you move it up a level.

Ans: promote

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

43. If a shape appears too large in a diagram, select it and click the \_\_\_\_\_\_\_\_\_\_ button to reduce its size.

Ans: Smaller

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

44. If you \_\_\_\_\_\_\_\_\_\_ shape text, it becomes a bullet item.

Ans: demote

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

45. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_ chart is a type of diagram that shows the relationships among personnel or departments in an organization.

Ans: organization

Difficulty: Easy

Section Ref: Adding SmartArt to a Slide

46. To remove a shape from a diagram, select it and press \_\_\_\_\_\_ on the keyboard.

Ans: Delete

Difficulty: Medium

Section Ref: Modifying SmartArt

47. Right-to-left is an example of a diagram's \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Ans: Orientation

Difficulty: Hard

Section Ref: Modifying SmartArt

48. When you add an Assistant shape to an organization chart, the new shape is \_\_\_\_\_\_\_\_\_\_\_\_ to the selected shape.

Ans: Subordinate

Difficulty: Medium

Section Ref: Modifying SmartArt

Short Answer

49. In an organization chart, the person or department at the head of the organization is shown in what kind of shape?

Ans: top-level shape

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

50. What does PowerPoint display by default to the left of a new diagram?

Ans: Text pane

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

51. What button can you click if you need to insert a bullet item in a shape?

Ans: Add Bullet

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

52. If you decide to animate a SmartArt graphic, what tab would you access in the effect’s Options dialog box to change the way the parts of the diagram display?

Ans: SmartArt Animation

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

53. You have made some formatting changes to a single shape that you are not happy with. What command can you select after right-clicking the shape to remove the formats?

Ans: Reset Shape

Difficulty: Hard

Section Ref: Modifying SmartArt Graphics

54. The Layouts group appears on which tab?

Ans: SmartArt Tools Design

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

55. What option allows you to insert a new shape to the right of the currently selected shape?

Ans: Add Shape After

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

56. What option allows you to insert a shape that is superior to the currently selected shape?

Ans: Add Shape Above

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

Essay

57. Describe the parts of the Choose a SmartArt Graphic dialog box.

Ans: The dialog box is divided into three panes. The left pane contains the SmartArt types, such as List, Process, and Hierarchy. The center pane shows the layouts available for each type. The right pane shows a sample of the selected layout and describes the use of the layout.

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

58. Describe how a new SmartArt diagram appears on a slide.

Ans: A new SmartArt diagram displays on the slide with shapes that contain placeholder text in which the user will add text. The Text pane may also appear to supply an alternate way to add text. Appearance and position of the shapes depend on the layout, and colors are controlled by the current theme.

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

59. What are two ways you can add text to a new SmartArt diagram?

Ans: Click next to a bullet in the Text pane and key the text, or click directly on a shape or bullet item in the diagram and key the text.

Difficulty: Easy

Section Ref: Adding SmartArt to a Slide

60. Describe how PowerPoint adjusts a diagram as you enter text in it.

Ans: PowerPoint resizes shapes to accommodate the longest line of text in the diagram, and also adjusts font sizes for the best fit in the shapes.

Difficulty: Medium

Section Ref: Adding SmartArt to a Slide

61. How can you remove formatting you have applied to a SmartArt diagram to show its default appearance?

Ans: Select the diagram and click the Reset Graphic button on the SmartArt Tools Design tab.

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

62. You think a bulleted list on a slide would work well as a diagram. Describe the steps you would take to change the list to a diagram.

Ans: Click anywhere in the list, activate the Home tab, and click the Convert to SmartArt Graphic button. (Or, right-click the bulleted list and click Convert to SmartArt.) Choose a diagram from the gallery of common choices, or click More SmartArt Graphics to open the Choose a SmartArt Graphic dialog box. Select a graphic and click OK.

Difficulty: Easy

Section Ref: Converting SmartArt to Other Formats

63. You want to add a border around each shape in a diagram. What steps would you take to apply this format?

Ans: Select each shape in the diagram (click the first, hold down Shift or Ctrl, click the remaining shapes), click the SmartArt Tools Format tab, and click Shape Outline. Select the desired outline color and weight.

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

64. What kinds of adjustments might be necessary when changing a diagram from one layout to another layout in the same type?

Ans: It might be necessary to add or remove shapes to accommodate the information in the chart. It might also be necessary to use the Text pane to promote or demote some text to fit properly in the new layout’s shapes.

Difficulty: Hard

Section Ref: Modifying SmartArt Graphics

65. What happens when you select the first shape in an organization chart and then select the Add Shape Below option?

Ans: You create a new subordinate shape.

Difficulty: Hard

Section Ref: Modifying SmartArt Graphics

66. What happens when you delete a shape from a diagram?

Ans: PowerPoint resizes the other shapes to fill in the space occupied by the deleted shape. Font sizes may also increase.

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

67. What happens when you promote a bulleted text item in a diagram?

Ans: It becomes a shape containing first-level shape text.

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

68. What happens if you demote a bulleted text item in a diagram?

Ans: The text is indented further.

Difficulty: Medium

Section Ref: Modifying SmartArt Graphics

69. What does the Change Shape option allow you to do?

Ans: The Change Shape command displays the Shapes gallery to allow you to select a new shape to replace the currently selected one.

Difficulty: Hard

Section Ref: Modifying SmartArt Graphics

70. How would you change the size of text in a single diagram shape?

Ans: Click the single shape to select it, display the Home tab, click the Font Size list, and select a new size.

Difficulty: Easy

Section Ref: Modifying SmartArt Graphics